



# DULLES EXPO CENTER (DEC)

## Electrical Service Request

[www.dullesexpo.com](http://www.dullesexpo.com)

DULLES EXPO CENTER

Original Order Form and payment in U.S. dollars must be received **15 days** prior to show **opening** date to qualify for **Advance Rate**.  
**Please make remittance payable to: Dulles Expo Center, P.O. Box 221075, Chantilly, VA 20153**  
**Payment accepted via fax, mail, or online only. DO NOT EMAIL PAYMENT.**

For any questions or concerns please contact the Exhibitor Services Coordinator:  
 Email: [Ksink@dullesexpo.com](mailto:Ksink@dullesexpo.com) Phone: (703) 766-1312 Fax: (703) 378-2080

|             |             |          |      |
|-------------|-------------|----------|------|
| SHOW:       | SHOW DATES: | BOOTH #: |      |
| FIRM NAME:  | PHONE:      | FAX:     |      |
| ADDRESS:    | CITY:       | STATE:   | ZIP: |
| ORDERED BY: | EMAIL:      |          |      |

**PAYMENT IN FULL** is due when ordered. Please indicate your method of payment. ( ) Amex ( ) MC ( ) Visa ( ) Disc ( ) Check  
**CREDIT CARD AUTHORIZATION:** Your signature authorizes DEC to DEBIT your credit card account for ALL outstanding charges associated with this event.

|                    |          |                 |
|--------------------|----------|-----------------|
| CREDIT CARD NUMBER | CVV CODE | EXPERATION DATE |
|                    |          |                 |

|   |                            |      |
|---|----------------------------|------|
| <input checked="" type="checkbox"/> AUTHORIZING SIGNATURE | NAME AS IT APPEARS ON CARD | DATE |
|---|----------------------------|------|

### 120 VOLT ELECTRIC SERVICE CONNECTIONS 60 HA/AC

| QTY | DESCRIPTION                          | ADVANCED | STANDARD | AMOUNT |
|-----|--------------------------------------|----------|----------|--------|
|     | OUTLET UP TO 1000 WATTS (10 AMPS)    | \$95.00  | \$145.00 |        |
|     | OUTLET UP TO 1500 WATTS (15 AMPS)    | \$135.00 | \$195.00 |        |
|     | OUTLET UP TO 2000 WATTS (20 AMPS)    | \$155.00 | \$225.00 |        |
|     | SURGE PROTECTOR (POWER NOT INCLUDED) | \$25.00  | \$35.00  |        |
|     | EXTENSION CORD (POWER NOT INCLUDED)  | \$25.00  | \$35.00  |        |

### MOTOR & EQUIPMENT OUTLETS Maximum of one (1) connection per power outlet

#### 208 V (1) PHASE – 1 hr of labor is included

|  |                       |          |          |  |
|--|-----------------------|----------|----------|--|
|  | 20 AMP/2 H.P. OR LESS | \$369.00 | \$480.00 |  |
|  | 30 AMP/3 H.P. OR LESS | \$419.00 | \$563.00 |  |
|  | 60 AMP/5 H.P. OR LESS | \$530.00 | \$709.00 |  |

#### 208 V (3) PHASE - 1 hr of labor is included

|  |                         |            |            |  |
|--|-------------------------|------------|------------|--|
|  | 20 AMP/3 H.P. OR LESS   | \$469.00   | \$620.00   |  |
|  | 30 AMP/5 H.P. OR LESS   | \$539.00   | \$725.00   |  |
|  | 60 AMP/10 H.P. OR LESS  | \$880.00   | \$1,000.00 |  |
|  | 100 AMP/20 H.P. OR LESS | \$1,078.00 | \$1,300.00 |  |

**LABOR:** Labor is charged at increments of \$80 per hr for 208 V (1) Phase and 208 V (3) Phase outlets only.  
 Additional labor will be added if necessary.

### TOTAL DUE:

#### \*\*\*IMPORTANT NOTES FOR EXHIBITORS\*\*\*

- **A SURGE PROTECTOR IS REQUIRED.** This is a Fairfax County ordinance, there will be no exceptions. Exhibitors may use their own or rent one from Expo.
  - **24 HOUR SERVICE ADD 100%** and highlight on form (aquariums, freezers, etc)
  - **NO CREDIT/REFUND** will be given for cancelations after installation.
  - All heavy electric (208V 1 & 3 Phase) needs to be ordered **7 days** in advance.
  - Electrical power for all booths will be turned on ½ hour before show opening and turned off at closing.
  - Check box if you **DO NOT** want to be added to the DEC's email list  No
- Thanks

#### DEC USE ONLY

Received by:

Payment Type: ( ) Amex ( ) MC ( ) Visa ( ) Ck

Ck # \_\_\_\_\_

Auth.# \_\_\_\_\_

# **DULLES EXPO CENTER (DEC)**

## ***Electrical Services Request***

### **Service Order Information**

**USE OF BATTERIES TO GENERATE ELECTRIC IN THE BUILDING IS PROHIBITED UNDER ALL CIRCUMSTANCES. NO EXCEPTIONS.**

1. Conditions for processing service order forms are
  - a) Payment and credit card information for service must accompany service request. Date payment is received shall determine the applicable rate.
  - b) Incomplete information regarding hook up or power requirement will delay processing.
  - c) Booth number(s) must be identified on face of form.
  - d) Desired location of power in large booth(s) must be designated, attach floor plan.
  - e) If third party billing is required, service contract must include company name, c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. No credit will be given for equipment or service cancelled after installation.
3. **Claims will not be considered unless filed in writing with DEC by Customer prior to the close of the show identified on this agreement. Any complaint or claim should be brought in writing to the service Desk prior to the end of the event.**
4. Unless otherwise noted, all material and equipment furnished by DEC for service shall remain the property of DEC and shall be removed only by DEC at the close of the show.
5. Permanent building utility outlets (e.g., at base of columns) are not part of booth space and are not to be used by exhibitors.
6. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
7. All exhibitor cords must be of the three-wired type and surge protected. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
8. All electrical outlets will be installed on the floor at the draped back wall in line booth and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the power will be installed at our discretion. Additional overhead power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
9. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horse power, etc. Unless otherwise directed, DEC installers are authorized to cut floor coverings to permit installation of service.
10. DEC is not responsible for voltage fluctuation or power failure due to temporary conditions.
11. All electric service connections (110 volt) include two female outlets unless a multibox or plug in strip is ordered.

### **Customer's Duties.**

1. Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments or additions to the equipment without DEC's written consent. Only DEC employees or approved personnel are authorized to modify wiring.
2. Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause within reasonable control of Customer, its representatives, employees, agents or invitees.

**Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment of service charges or any other indebtedness to DEC, or Customer fails to return the equipment to DEC when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder.

### **Limitations of Liability.**

1. DEC's obligations under this agreement should not be liable for delay, failure to perform, or damage or destruction, or malfunction of the equipment or services or any consequence of any of the above, caused, occasion or due to fire, flood, water, the elements, labor disputes, or shortages, utilities curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God, or public enemy, war, military or government requisition, shortages of equipment or supplies, and availability of transportation, acts or omissions of anyone other than DEC, its representatives, agents or employees, or any other cause beyond DEC's reasonable control.
2. In no event shall DEC be liable to the Customer or any other party for special collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of DEC or breach of any of the provisions of this agreement regardless of the form of action, including strict liability and negligence even if DEC has been advised of the possibility of such damages or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, toll or other consequential or indirect economic loss.
3. Customer acknowledges and agrees that neither the owner of the building or the prime licensee or other party responsible for the show in which Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Customer for any failure or defect in such equipment and services. With some exceptions, no one other than a DEC electrician can make any electrical connections or install/remove cable or fixtures. Please consult Show Management or DEC personnel for additional information.
4. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless DEC and its agents, employees, officers, directors and any and all successors and assignees from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses including reasonable attorney fees in contract which result from or arise out of the negligent or wrongful use of the equipment or the services or from the acts or omissions of the Customer or its representative, agents, employees, or invitees.
5. This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede all prior oral or written discussions or agreements. This agreement may be amended only by written agreement executed by both parties.